



**North Dakota Public Employees Retirement System
E-Mail Memorandum
2003-11**

TO: Payroll Personnel – Participating Employers in the FlexComp Plan on the State of North Dakota PeopleSoft Payroll System

FROM: Sharon Ellsworth, FlexComp Program Coordinator

DATE: September 24, 2003

SUBJECT: FlexComp 2004 Plan Year Annual Enrollment Calendar

OCTOBER 1, 2003 – Annual Enrollment begins. Agency payroll staff can set up their employees FlexComp records for medical spending, dependent care, and pretax premiums for the 2004 Plan Year. The original agreements can be mailed to NDPERS as employees are enrolled. (Keep a photocopy for your records).

NOVEMBER 17, 2003 – Annual Enrollment ends.

DECEMBER 5, 2003 – The deadline for payroll to enroll employees in FlexComp benefits for medical spending, dependent care, and pretax premiums. Send any remaining original election agreements to NDPERS.

WEEK OF DECEMBER 8, 2003 – NDPERS will mail a confirmation letter to all employees participating in the FlexComp Program detailing how the employee's record was set up.

DECEMBER 23 – The last day for payroll staff to enter December paid January payroll data.